

**BY ORDER OF THE INSTALLATION  
COMMANDER**



**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 13, CHAPTER 4**

**CHARLESTON AIR FORCE BASE  
Supplement 1**

**10 MARCH 2004**

**Supply**

**TURN-IN PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110 Volume II, Part 13, Chap 4 is supplemented as follows:** This supplement is not applicable to Air National Guard and US Air Force Reserve units. Ensure all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

4.3. Organizations will drop off unserviceable scrap materiel to the Base Civil Engineer scrap yard that has no required demilitarization actions (DEMIL codes A and B) and no potential value to the government through future use or resale by DRMO. Organizations with serviceable scrap materiel and unserviceable materiel requiring transfer to DRMO will contact LGRMR, the base DRMO representative. This representative will provide guidance for handling special items to be transferred to DRMO. Customers must provide six copies of DD Form 1348-1A, A5J document, along with all property to be transferred to DRMO. The DRMO representative will coordinate with the Aerial Port Squadron on all transportation to the servicing DRMO at Ft. Jackson.

4.4.2.4. Pickup and Delivery will pick up serviceable-identified turn-ins from organizations as requested during daily delivery sweeps from 0800-1100, Monday through Friday.

4.4.2.6. Organizations will turn-in scrap material directly to CAFB Civil Engineer, DRMO contractor.

4.7.1. Hazardous material will be turned into Civil Engineer Hazardous Waste Yard by all base organizations in accordance with CAFBI 32-7042, *Hazardous Waste Management Plan*.

BROOKS L. BASH, Col, USAF  
Commander